



JOB DESCRIPTION

Position Title: **Senior Analyst**

Working Area: **Human Resources**

Class Code: 5307

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional work in the areas of Human Resources, Training & Development and member programs.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists in the coordination of training programs with consultants, instructors, County Departments, and other agencies as necessary. Conducts' training programs and provides Human Resources services for assigned departments.

Conducts reviews of position duties and responsibilities and assists assigned department with completing Position Information Questionnaire as necessary. Reviews requests for position reclassification and obtains all necessary information to understand the need for position reclassification.

Coordinates the delivery of member programs to assigned departments and works with staff to develop and refine member programs and evaluate their efficiency. Assists in the implementation of programs with departments, and other agencies as necessary.

Works with assigned departments to provide all Human Resources functions including but not limited to performance management, member relations, management consulting, member counseling, member recruitment, explaining member benefits and programs, and other areas where the assistance of Human Resources may benefit the organization.

Assists in locating and maintaining recruitment sources. Screens employment applications for minimum qualifications, evaluates applications and makes recommendations to department as to applicant qualifications for the posted position. Assists assigned department with interviewing applicants and developing interview process as necessary.

Provides to assigned departments Human Resources Consultant services which include, but are not limited to; recruitment, member development, member counseling, conducting classification reviews, policy and procedure development, interviewing applicants for vacant positions, training and development programs, explaining member programs, and assisting assigned departments with resolving Human Resources Management issues.

Assists in the development of personnel policies and procedures, member programs, and Training and Development programs as necessary.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of the principles, practices, and procedures of Human Resources Administration. Knowledge of the recruitment, selection and interviewing processes, and the procedures for developing training programs.

Ability to prepare reports and present ideas clearly and concisely. Ability to communicate both orally and in writing. Ability to organize and schedule work to meet time commitments. Ability to present training programs and make oral presentations. Ability to write training program modules and develop technical materials for support of Human Resources activities. Ability to develop and maintain effective working relationships with department directors, division managers, co-workers, County staff and the general public. Ability to monitor funds budgeted for assigned programs and develop budget requests for assigned programs.

Bachelor's Degree in Business, Public Administration, Human Resource Management, or a closely related field and one (1) year of responsible Human Resources administration experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. The incumbent in this position performs most duties sitting at a desk, table or workstation. Incumbents in this classification are exposed to radiant and electrical energy found in an office environment.